



UNITED STATES DEPARTMENT OF COMMERCE
Office of the Under Secretary for
Oceans and Atmosphere
Washington, D.C. 20230

APR 14 2006

MEMORANDUM FOR: NOAA Executive Council
NOAA Executive Panel

FROM:

Tim McClung
Chief, Decision Coordination Office

A handwritten signature in black ink, appearing to read "Tim McClung", written over a horizontal line.

SUBJECT:

Overdue NOAA Executive Council and NOAA Executive
Panel Action Items

Effective immediately, the Decision Coordination Office (DCO) will adhere to the following policy for tracking action items generated during NOAA Executive Council (NEC) and NOAA Executive Panel (NEP) meetings.

Action items assigned at NEC or NEP meetings will be incorporated into the meeting notes as part of the official record of the meeting, and reflected in the NOAA Decision Memorandum (NDM). Action items will be logged into WebCIMS by NOAA Executive Secretariat and into the DCO Action Tracker by DCO staff upon signature by the NEC or NEP Chair (representing approval of the NDM.) WebCIMS will automatically generate a notification to the Point of Contact (POC) of the assignment and due date.

If DCO has not received a complete response to the action by the due date, the POC will receive a generic email from DCO (with a cc to the POC's DAA) the next business day indicating the action is overdue.

DCO will make every effort to work directly with the POC to ensure due dates are met. Extensions will be granted by the DCO staff on a case-by-case basis upon receipt of a suitable justification. If an extension has not been granted, or DCO does not receive feedback from the POC within two business days following the notification email, the late action will be reported to the Deputy Under Secretary.

A summary of late actions items will be routinely reported to the Deputy Under Secretary during all scheduled pre-briefs for NEC and NEP meetings.

